

COMOMAG INSTRUCTION 3301.1

Subj: EMERGENCY ACTION PLAN (EAP) FOR COMOMAG

Ref: (a) SECNAVINST 5510.36 (Information Security Program Regulation)
(b) ACP 122D (Communications Instructions, Security)
(c) CMS 6 (STU III Comsec Material Management Manual)

Encl: (1) List of Classified Material and Equipment for Emergency Relocation
(2) Alarm Procedures
(3) Required Emergency Messages

1. Purpose. To establish procedures for the safeguarding and/or emergency destruction of classified material and equipment, in the event of an emergency, per references (a) through (c).

2. Background. In the event of an emergency condition, the security of classified material and equipment becomes of paramount importance. The possibility of unauthorized access increases during times of a natural disaster, civil disturbance, and enemy action. The procedures set forth in this instruction will provide for the protection of classified material and equipment in a way that will minimize the risk of loss of life or injury to personnel.

3. Authority. Any movement of classified material or increased security due to an emergency situation will normally be executed by order of COMOMAG. If the situation precludes such an order, the Chief Staff Officer (CSO), Department Heads, or Staff Duty Officer (SDO) may issue orders as necessary to protect classified material and equipment.

4. Responsibilities and Implementation

a. The EAP will be placed into effect in the event of an emergency situation. Every effort must be taken to ensure that all requirements governing the safeguarding and handling of classified material and equipment are adhered to. The requirements will be waived only if the situation is such that any further handling, storage, or destruction of material or equipment will cause undue risk to personnel. This means that

in extreme situations, safeguarding, evacuation, and/or destruction of classified material and equipment may be disregarded. Once the order to implement the EAP has been given (by COMINELWARCOM or COMOMAG), the SDO will implement the command's recall plan.

b. Authorization to begin emergency destruction of CMS (STU-III phones) material must be received from the CMS custodian (ADP N6), or from the senior officer present or the SDO, if the situation warrants an immediate authorization.

5. Action. The major threat to the command's classified holdings is from natural disaster (i.e., hurricanes, tornadoes, flooding, etc.) and fire. Planning and actions should be directed at maintaining control over the classified material and equipment until the emergency has passed, or evacuating the most sensitive material and equipment to a safer area. The following procedures shall be adhered to:

a. Fire

(1) Immediately call the Fire Department (961-3333), activate the nearest fire alarm, and notify the senior officer present. Give your name, rank/rate, location of fire, including type and intensity. Bear in mind that the protection of classified material is second in importance only to safeguarding human life. If feasible and as directed, commence extinguishing the fire prior to the arrival of the Fire Department. Otherwise, evacuate personnel. Additionally, post a guard at a safe distance outside the space to direct the fire party to the scene and to control access to the area. Safeguarding of classified material shall not be construed as authority to bar or otherwise obstruct firemen, rescue workers, medical personnel, or other individuals who must enter the area to alleviate the effects of the emergency situation. In these circumstances, classified material may be adequately safeguarded by assigning a sufficient number of personnel around or in the vicinity to ensure sufficient surveillance to determine whether classified material or equipment is exposed to unindoctrinated personnel, to identify such personnel, and to ensure that material or equipment is not removed by unauthorized personnel.

(2) If it becomes necessary to vacate the space:

(a) Secure all classified material and equipment in safes, if possible. Remove STU-III keys from STU's and store them in safes.

(b) Secure all power by shutting off the main power switch; the breaker box is next to the Administration office. All assigned personnel should become familiar with the main power switch for the space to which they are assigned. Notify security that there is a fire, and that power has been secured and that the alarm system is on battery backup. Tell them to disregard any alarms until they receive a call stating that the situation is under control and power to the alarm system is back on.

(c) Post guard(s) outside space, if possible.

(d) Upon return, conduct inventory of equipment that could not be secured in safes. Also, survey the contents of each safe and determine the "condition" of the material that was secured inside.

(e) Report any missing material and the condition of all other material to the CSO or the senior officer present.

(3) If emergency precautionary destruction is ordered, turn in CMS materials (STU-III phones & keys) to the CMS custodian.

(4) If emergency immediate destruction is ordered, destroy classified material and equipment in accordance with the Emergency Destruction Bill outlined in paragraph 6 of this instruction.

b. Severe Weather. Normally, severe weather will not pose a hazard to classified material or equipment that has been properly safeguarded. Material and equipment that are locked in safes will, in most cases, be safe from rain, hail, high winds, or flooding. In the event of evacuation of the building due to hurricane warnings, severe flooding, damage to the building from tornadoes or other causes, all Top Secret material will be moved to a backup location (COMINELWARCOM Security Vault). Transport material in a locked briefcase with an inventory of all material listed inside. As with fire, safety will take precedence over security.

(1) Enclosure (1) is a listing of all material that will be included in an emergency evacuation.

(2) Building 36 will be secured during evacuation situations. All security alarms need be deactivated due to the fact security personnel would be unable to enter the building and spaces to investigate the alarm.

6. Emergency Destruction Bill

a. Priority. In cases of extreme immediate danger to classified material, emergency destruction may be ordered. The following is an emergency destruction priority listing. All material and equipment should be destroyed in the following order by the appropriate departments as directed:

(1) Priority One

- (a) Special Access Top Secret
- (b) Top Secret Systems and Equipment
- (c) U.S. Top Secret
- (d) ADP Classified Server
- (e) ADP Back-up Tapes

(2) Priority Two

- (a) Secret Systems and Equipment
- (b) U.S. Secret

(3) Priority Three

- (a) Confidential Systems and Equipment
- (b) U.S. Confidential

(4) Priority Four. Other official documents.

b. Methods. If time permits, destroy by shredding and degaussing (pulverizing by sledge-hammers will be a last resort

procedure). If time becomes a critical factor, all classified publications, messages, and files will be taken to the nearest trash dumpster and burned completely. Use any aids, such as kerosene, as available. At least one appropriately cleared person will be assigned to supervise each destruction site. The following guidelines are provided:

(1) CMS material and equipment will be returned to the CMS custodian for destruction.

(2) Classified Hard-Drives and Compact Disk's (CD) will be turned-in to ADP/N6 for Hard-drive degaussing and CD destruction (demagnetizing, smashing or cutting into pieces and scattering pieces over, as wide an area as possible, time permitting, is a last resort).

c. Reporting. Accurate information concerning the extent of emergency destruction of classified material and equipment is second in importance to the actual destruction itself. The facts surrounding the emergency destruction should be reported as soon as possible to the authority placing emergency destruction orders into effect.

7. Classified Stowage Container Markings. There shall be no external markings as to the level of classified material or information to be stored in any particular container. However, all containers utilized for the stowage of classified material will be marked with a color code to indicate the priority for destruction of material contained therein. Each drawer containing classified material shall be marked by color-coded tape as follows:

- a. Orange - PRIORITY ONE
- b. Red - PRIORITY TWO
- c. Blue - PRIORITY THREE

8. Alarms. Enclosure (2) provides guidelines if the alarms are activated. The alarms for the command are tied into the NAS Corpus Christi Security Department. When alarms are activated, the NAS Corpus Christi Security personnel will arrive at the command to investigate the cause. If the command is ordered to evacuate, alarms need to be deactivated because Security personnel would be unable to enter the building and spaces to

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investigate. Once the building is secured, NAS Corpus Christi Security personnel would be responsible for making security rounds to ensure the building remains secured until COMOMAG personnel return.

9. Training. Annual training will be scheduled by Training Officer to ensure that all personnel are familiar with this instruction and the procedures specified herein.

10. Display. A copy of this instruction will be posted in all spaces where classified material is stowed.

R. E. SWART

Distribution:
COMOMAGINST 5216.1S
List

Copy to:
Dept Heads

LISTING OF CLASSIFIED MATERIAL AND EQUIPMENT FOR EMERGENCY
RELOCATION

1. The following is a listing of classified material and equipment that will be required to be relocated to COMINELWARCOM Security Vault should orders for emergency relocation be given:

- a. N5 Top Secret Workstation - external hard drive only.
- b. All materials stowed in safe # 03 located in N5.

ALARM PROCEDURES

1. If the command or N5 alarm is activated for any reasons, NAS Corpus Christi Security personnel must be notified immediately. The numbers are **961-2480 or 2288**. This is to ensure that they received the alarm and that Security personnel are on the way. Once security has been contacted, continue the following:

a. Call the SDO and inform him/her that the (command or N5) alarm was activated and that security personnel are on the way.

b. SDO should return immediately to the command. If it is the N5 alarm, call one of the N5 personnel and let them know the alarm has been set off and that Security is on the way. That person will give you an idea of how long it will take N5 personnel to come in. **If no one can be contacted, Radio holds the emergency entry combination and alarm pin number; the SDO can open the door and secure the alarm.**

c. After contacting the appropriate personnel, the watch will stay at the Quarterdeck and wait for the SDO, upon the SDO's arrival notify him/her that recalled personnel and Security are on the way.

d. The watch can then let Security and SDO personnel into the building or N5 spaces to make a security sweep. **All other personnel in the building are to stand fast! Per reference (c), security personnel are authorized the use of deadly force when investigating the alarm.**

e. Any alarm condition requires that a detailed log entry be made of the situation, with exact times of alarm, when telephone calls were made, when security and recalled personnel arrived, and when recalled personnel secured from the alarm condition. SDO should contact CSO at first opportunity with updates.

f. The Security Officer must maintain log entries relating to security alarms and emergency destruction of classified material (all pertinent information). This information must be maintained for a period of two years.

INITIAL EMERGENCY DESTRUCTION MESSAGE

1. Upon direction, transmit the "**EMERGENCY PRECAUTIONARY DESTRUCTION REPORT**" listing all material that has been destroyed (including the material that is used to send the destruction message), as follows:

EXAMPLE

FLASH
FM COMOMAG CORPUS CHRISTI TX//00//
TO CNO WASHINGTON DC//N652//
DCMS WASHINGTON DC//20//
DIRSNA FT GEORGE G MEADE MD//X71A//
CINCLANTFLT NORFOLK VA//N61//
COMINELWARCOM CORPUS CHRISTI TX//00/N6/N62//
BT
U N C L A S /N05500//
MSGID/GENADMIN/COMOMAG//
SUBJ/EMERGENCY PRECAUTIONARY DESTRUCTION REPORT//
REF/A/DOC/CMS-1/JUL 97//
AMPN/REF A DIRECTION FOR SUBMISSION//
RMKS/1. PER REF A, SUBJ DESTRUCTION IMLEMENTED **(DATE)**, ONBOARD
COMOMAG.//
BT

EXAMPLE

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STATUS EMERGENCY DESTRUCTION MESSAGE

1. Upon direction, transmit the "**EMERGENCY PRECAUTIONARY DESTRUCTION PROGRESS REPORT**" listing all material that has been destroyed (including the material that is used to send the destruction message), as follows:

EXAMPLE

FLASH
FM COMOMAG CORPUS CHRISTI TX//00//
TO CNO WASHINGTON DC//N652//
DCMS WASHINGTON DC//20//
DIRSNA FT GEORGE G MEADE MD//X71A//
CINCLANTFLT NORFOLK VA//N61//
COMINWARCOM CORPUS CHRISTI TX//00/N6/N62//
BT
S E C R E T
MSGID/GENADMIN/COMOMAG//
SUBJ/EMERGENCY PRECAUTIONARY DESTRUCTION PROGRESS REPORT (FINAL)
(S)//
REF/A/COMOMAG/**DTG OF INITIALIZATION MSG**//
AMPN/EMERGENCY PRECAUTIONARY DESTRUCTION REPORT (U)//
RMKS/1. (S) PER REF A, THE FOL MATERIALS HAS BEEN DESTROYED IAW
CMS-1:
STU III PHONES SERIAL NUMBERS QTY
 STUN1000067824 1 EA
2. (S) EMERGENCY PRECAUTIONARY DESTRUCTION IS 60% COMPLETED.//
DECL/-/-/X1//
BT

EXAMPLE

COMPLETE EMERGENCY DESTRUCTION MESSAGE

1. Upon direction, transmit the "**COMPLETE EMERGENCY DESTRUCTION MESSAGE**" listing all material that has been destroyed (including the material that is used to send the destruction message), as follows:

EXAMPLE

FLASH
 FM COMOMAG CORPUS CHRISTI TX//00//
 TO CNO WASHINGTON DC//N652//
 DCMS WASHINGTON DC//20//
 DIRSNA FT GEORGE G MEADE MD//X71A//
 CINCLANTFLT NORFOLK VA//N61//
 COMINWARCOM CORPUS CHRISTI TX//00/N6/N62//
 BT
 S E C R E T
 MSGID/GENADMIN/COMOMAG//
 SUBJ/COMPLETE EMERGENCY DESTRUCTION REPORT (FINAL) (S)//
 REF/A/COMOMAG/**DTG OF INITIALIZATION MSG**//
 REF/B/COMOMAG/**DTG OF PARTIAL STATUS MSG**//
 NARR/REF A IS INITIAL EMERGENCY DESTRUCTION REPORT AND REF B IS
 STATUS OF EMERGENCY PRECAUTIONARY DESTRUCTION REPORT (S)//
 RMKS/1. (S) PER REFS A AND B, FOL MATERIALS HAS BEEN DESTROYED
 IAW CMS-1:

ITEM	SERIAL NUMBERS	QTY
STU III PHONES	STUN1000067824	1 EA

 2. (S) COMPLETE EMERGENCY DESTRUCTION IS 100% COMPLETED.//
 DECL/-/-/X1//
 BT

EXAMPLE